

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Program Coordinator I

BAND: B	GRADE: 2	SUBGRADE: 6	CLASS CODE: J23-1526
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Administration – Programs	OVERTIME STATUS: Non Exempt

JOB SUMMARY: Incumbents are responsible for planning, developing, implementing and coordinating service delivery within a County program including performing professional or technical duties, responding to the most difficult issues and monitoring service delivery. This is the first classification in a three level series.

DISTINGUISHING CHARACTERISTICS:

The Program Coordinator classification is distinguished by professional level planning, implementing, monitoring and coordinating of service delivery within a County program. The Program Coordinator I performs a variety of skilled technical activities in programs requiring public or staff compliance with governing laws, rules and regulations. The Program Coordinator I is distinguished from the Program Coordinator II and III classes by responsibility for programs of less diversity and is not assigned lead or supervisory responsibility over professional employees.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1.	Evaluates program performance including: developing and establishing program goals, priorities and delivery strategies; compiling information, analyzing the effects of legislation on the program; conducting on site evaluations or inspections; and interviewing program contractors. Prepares related reports to ensure compliance with laws and guidelines.	C4
2.	Research funding sources; writes proposals, determines needs and administers grants and/or funds raised. Participates in program budget development.	C4
3.	Resolves availability and quality of service problems; and analyzes or assesses service needs.	C4
4.	Prepares, negotiates and tracks contracts and budgets; authorizes expenditures; and prepares billing reports.	C4
5.	Develops and maintains working relationships with community, regional, State and national contacts; visits key officials and prepares correspondence. Speaks to community organizations to raise interest and awareness of the particular program. Provides staff support to various advisory boards and committees.	C4
6.	Coordinates efforts between agencies, staff, providers, clients and/or volunteers; reviews legislation and provides communication of new laws, updated information, new resources and new programs available that are applicable to area of assignment.	C4
7.	Recruits, selects, trains, schedules and monitors staff and volunteers. May supervise other employees.	B2
8.	May perform the work of lower level positions. Performs other duties as required.	A1

Knowledge of: (position requirements at entry):

Knowledge of:

- Supervisory theories, practices and principles;
- Contracting principles and techniques;
- Terminology, laws, rules, and regulations governing area of assignment;
- Technical program development methods and techniques;
- Operational methods, principles, issues and service standards of the area of assignment; and
- Customer service techniques and team building concepts.

CLASS TITLE: Program Coordinator I

Skills (position requirements at entry):

Skill in:

- Using a personal computer and related software applications, and operating basic office equipment;
- Assigning, monitoring and evaluating the work of others;
- Coordinating work unit activities and handling multiple tasks;
- Developing and implementing long and short range programs;
- Interviewing and counseling clients and applying customer service techniques;
- Preparing and monitoring grants;
- Giving presentations, public speaking, and facilitating meetings;
- Complying with laws, codes, ordinances, and regulations;
- Researching, gathering and analyzing statistics and other information and writing reports; and
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate degree in a related field plus five years of progressively responsible program experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Some positions may require additional years of experience to meet statutory requirements.

Licensing Requirements (position requirements at entry):

Some positions may require a valid US Driver's license;

Successful completion of a criminal and/ or financial background investigation and general employment verification;

Successful completion of specialty training and/or possession of specialty related certification is required within six months of appointment.

Working Conditions:

Environment: work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:

Created: 11/30/2022